



Workspace Cleaning Guidance

With all the attention given to protecting ourselves from the 2009 H1N1 flu in recent days, here's a thought to put things in perspective. The basic health practices that everyone should use every day of the year are the same recommendations for avoiding the flu. As such, employees should clean their personal workspace to minimize the transmission of the influenza virus. It is especially important to clean hard surfaces, because the influenza viruses may live up to eight hours on such surfaces. Those would include door knobs, desks, chairs, keyboards, phones, handles, objects and counters.

At a minimum, cleaning your personal workspace may be accomplished once a day or when someone else has used your workspace. Wash your hands often with soap and water or use the alcohol based hand cleaners. Remember don't share cups, dishes and cutlery with other persons and thoroughly wash your utensils with soap and hot water after use. Remove magazines and papers from any waiting rooms or common areas.

Many EPA-approved disinfectants, including alcohol and chlorine, can be used successfully against the influenza virus. As a guide any surface that is frequently touched with human hands should be cleaned daily. Clean the surface to remove dirt and soil with a cleaning agent and disinfect the area with the cloth wipes that have been provided.

When a co-worker is identified as possibly having influenza and has left the office, it is important that their workspace, along with any other known places they have been, are thoroughly cleaned. Hands must be washed or sanitized at the end of the procedure.

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Source: Douglas County Health Department Pandemic Influenza Internal Operations Plan.